



You & the Detailing Process



Command Responsibilities



- **Designate a Point-of-Contact for NPC to exchange information between Sailors and Detailers**
 - Typically, this is your CCC
- **Ensure 13 month “roller” spreadsheet is updated**
 - Update Sailor resumes with notes gathered during Career Development Board (CDB) / CCC 12 month interviews
- **Update contact (email, phone numbers) and operational (upcoming deployments, inaccessibility to phone) information**



How to Help Sailors Negotiate for Orders



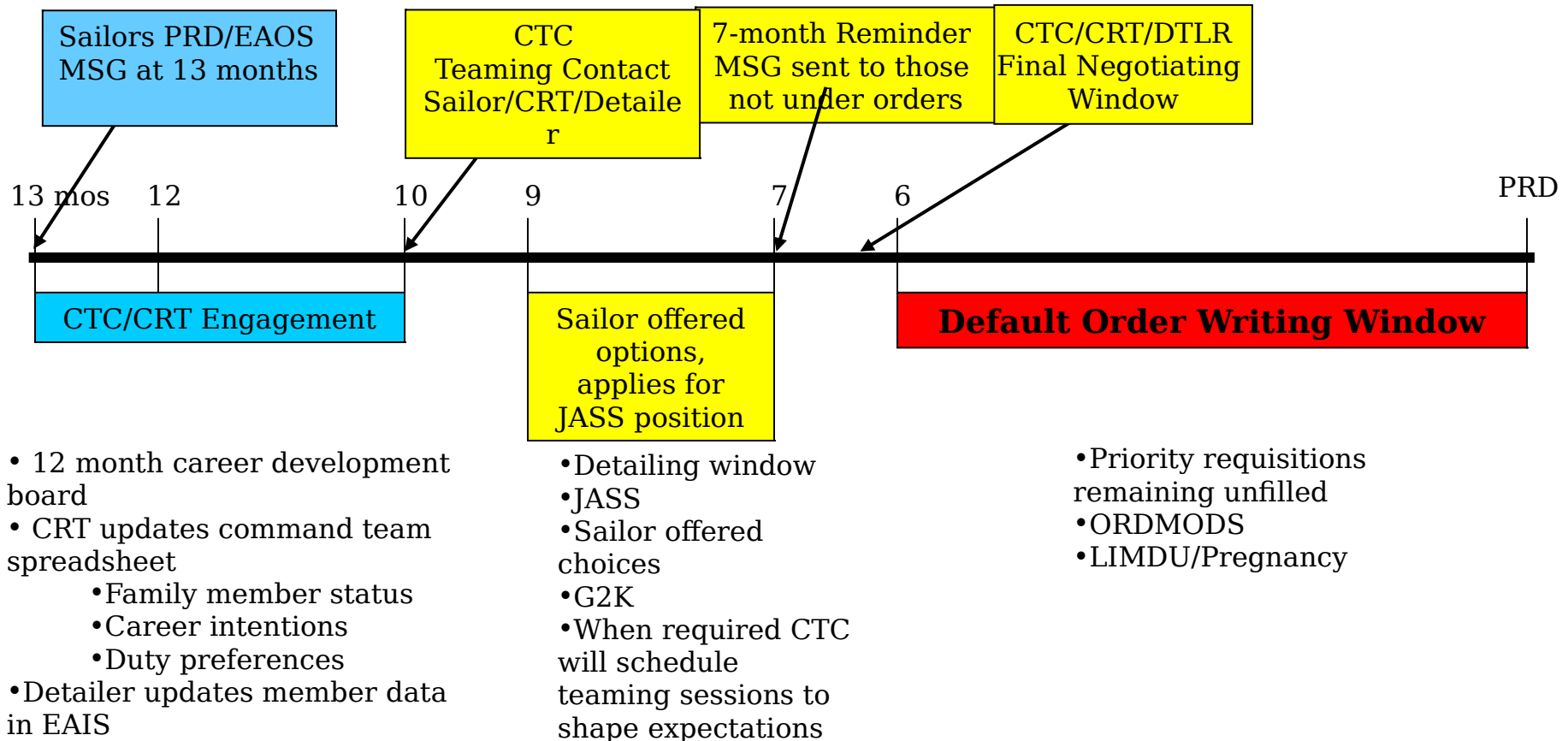
- **Prepare early and plan ahead**
 - **PRD Planning should be on a 13 month horizon**
 - Encourage early contact with the Detailer
 - **Sailors deserve good counseling and advice**
- **Assignment decisions and commitments should adhere to 6-9 month PRD window policy**
- **Don't wait too long to make a decision**
- **Many requisitions require a specific NEC/special qualifications**
- **Communicate special needs and concerns directly to detailer**



Command Driven Team Detailing



CRT/Detailing Timeline



CTC = NPC Command Teaming Coordinator

Mission First... Sailors Always

CRT = Command Retention Team



JASS - Application Process



- **Sailor determines duty preferences then talks to CCC:**
 - **Sailor needs/desires/special considerations**
 - **Qualifications/Billet availability**
- **CCC can then make a JASS application and/or call the Detailer:**
 - **Discuss special needs/current policies**
 - **Discuss special program options/Provide further career counseling**
 - **Allowed five applications per cycle ($5 \times 2 \times 3 = \underline{30}$)**
 - **Sailors must make applications 7-9 months prior to PRD**
 - **All Sailors should be under orders 6 months prior to PRD**



JASS - Selection Criteria



- **Selections are made based on:**
 - **Sailor's desires**
 - **promotion needs (diversification)**
 - **special needs & home basing**
 - **eligibility/qualifications**
 - **needs of the Navy**
 - **Costs of the move**
- **Must choose a billet NLT 6 months prior to PRD**



Detailing Realities

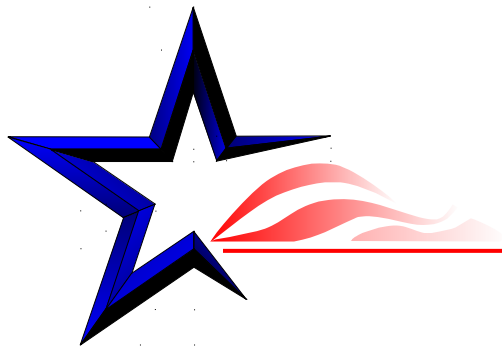
- You can be transferred -3/+4 months of your PRD
- **“One-up; one-down” policy (some rates & billets)**
- Spouse Co-Location does not guarantee geo-loc
- No over-tours on shore duty
- Billet priorities are set by CNO & MCA
- Even hard-copy orders are not a guarantee
 - Sea duty screening failures
 - Failure to obliserve
 - Unplanned loses
 - Billets get suppressed



What Detailers Can't Do



- Change Allowance (BA and/or NMP)
 - Make Assignments to Non-Existent Requirement
 - Break Time on Station or DoD Area Tour Lengths
 - Change Sea/Shore Rotation
 - Make GUARD 2K Commitments to Unqualified Personnel
 - Make Assignments Contrary Requisition Priority
 - Make Paygrade Substitutions without EPMAC Approval
 - Make Humanitarian Assignments
- * ***WAIVERS CAN BE REQUESTED FROM BUPERS OR THE MCA (AS APPROPRIATE)***



Bottom Line

- **There's no substitute for Sailor-to-Detailer dialogue**
- **The basic detailing triangle has not changed shape - still based on Sailor desires, career needs, and needs of the Navy**
- **When in doubt, give your detailer a call. Call whenever you want, however many times you want! We're there to help Sailors.**